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RCRA HAZARDOUS AND SOLID WASTE SUPPORT CONTRACT

I. BACKGROUND

Congress passed the Solid Waste Disposal Act (SWDA) in 1965. This statute provided the basis for regulating the proper management of solid waste. This law went through several major amendments which resulted in the Resource Conservation and Recovery Act (RCRA) of 1976. In addition, RCRA was amended by the Hazardous and Solid Waste Amendments (HSWA) in 1984.

Subtitle C of the Resource Conservation and Recovery Act (RCRA) requires the U.S. Environmental Protection Agency (EPA) to develop, promulgate, and implement regulations which control the generation, transportation, treatment, storage, and disposal of hazardous waste. RCRA also provides for states to receive authorization from EPA to carry out a hazardous waste program in lieu of the Federal program, including the issuance and enforcement of permits for the treatment, storage, or disposal of hazardous waste. On May 19, 1980, EPA issued its initial set of hazardous waste regulations. Since that time many additional regulations have been issued and the Federal hazardous waste management program is fully underway. New waste management legislation requirements may further expand or change the Agency's authority during the course of the contract.

II. PURPOSE OF THE PROGRAM

The EPA's Office of Solid Waste is responsible for the implementation of RCRA Subtitle C and Subtitle D programs.

A. Subtitle C

OSW has responsibility for the development and national direction of the hazardous waste permit, closure, post-closure, corrective action, and state authorization programs. OSW provides oversight, guidance, and support for the regional offices and states in implementing hazardous waste programs under Subtitle C.

B. Subtitle D

OSW also oversees implementation of the RCRA Subtitle D program which deals with the management of non-hazardous waste. The Agency has an implementation strategy which focuses on a variety of Subtitle D issues including permitting activities, monitoring and enforcement, training, and regional and state coordination.

III. SCOPE OF WORK

The contractor shall develop implementation procedures, conduct policy analyses, gather data on program status, perform public involvement activities and other efforts associated with the implementation of RCRA. The contractor shall, under EPA's oversight, develop and conduct training for the RCRA program for use EPA Headquarters and Regions, States, regulated community, and/or the public. The contractor shall provide expertise and recommendations regarding issues and methods concerning the delegation and oversight of state programs. The contractor shall provide background information, detailed analyses, recommendations and options in support of EPA in its development and administration of regulations and Agency policy.

The Contracting Officer will issue work assignments for all work required under this contract in accordance with the terms and conditions of the contract. All analyses and evaluations will be performed in accordance with protocols/criteria defined in work assignments. The contractor shall submit all work products generated under this contract in draft for review and approval by appropriate Government personnel prior to preparation and issuance in final, in accordance with the terms and conditions of the contract. The Government shall make all final policy, regulatory, and interpretive decisions resulting from contractor-provided advice and assistance under this contract. The contractor shall not provide any legal services under this contract. Contractor personnel shall wear prominently displayed badges identifying themselves as contractors when participating in meetings, or when otherwise interacting with EPA officials, federal agencies, state, local governments, business, industry and the general public.

The contractor shall provide technical and support services required by the EPA in order to meet program objectives in the areas of activities cited under Section II.

IV. DESCRIPTION OF TASKS

The following are general task areas that serve as a foundation for specific work assignments to be issued under the contract. Reports, analyses, recommendations and other written deliverables shall be in compliance with applicable minimum performance requirements specified under Section V of the Statement of Work. The contractor shall furnish all personnel, services, equipment and materials needed to perform the tasks described below.

- 1. RESEARCH AND ANALYSIS ACTIVITIES.** The contractor shall provide research, analysis, and recommendations to support regulation development.
- 2. ISSUE ANALYSIS.** The contractor shall provide research and analysis of issues, in support of EPA development and preparation of guidance documents with respect to the RCRA program.
- 3. BRIEFINGS, MEETINGS AND CONFERENCE CALLS.** The contractor shall plan, coordinate and assist with conferences, face to face as well as Web-based and satellite seminars, briefings, public hearings, meetings, workshops, and other programs or community-related

activities.

4. **TRAINING PROGRAMS.** The contractor shall develop and conduct training programs.

5. **RCRA IMPLEMENTATION.** The contractor shall support EPA in the review and analysis of the progress and effectiveness of RCRA program implementation.

6. **RCRA PERMITTING.** The contractor shall provide analytical support and options concerning EPA's development of improved permitting regulations, amendments, guidance or policy relevant to existing regulations for treatment storage, and disposal facilities (TSDFs).

7. **RCRA CLOSURE/POST CLOSURE.** The contractor shall support EPA in its policy analysis, regulatory and development analysis, guidance development and public comment analysis for closure and post closure.

8. **RCRA CORRECTIVE ACTION.** The contractor shall support EPA in its policy analysis, regulatory and development analysis, guidance development and public comment analysis for corrective action.

9. **RCRA STATE AUTHORIZATION.** The contractor shall provide analytical, technical and management support for the RCRA State Authorization Program.

10. **RCRA SUBTITLE D PROGRAM ACTIVITIES.** The contractor shall provide technical, as well as, procedural support to EPA in its implementation and management of the solid waste program.

11. **PUBLIC INVOLVEMENT.** The contractor shall provide EPA with research assistance, as well as, regulatory analysis support on the public involvement aspects of the RARA program. Assistance shall include drafting and designing informational booklets, pamphlets and/or packets that recommend or describe public involvement strategies and activities.

12. **ENVIRONMENTAL JUSTICE.** The contractor shall provide EPA with research assistance, as well as, regulatory analysis support regarding the environmental justice aspects of the RARA program.

13. **POLLUTION PREVENTION.** The contractor shall support EPA's efforts to promote pollution prevention at RARA regulated facilities.

14. **WASTE MINIMIZATION.** The contractor shall support EPA in promoting waste minimization, especially in recycling programs, and through education, conferences, facility inspections, and permit conditions.

15. **MILITARY MUNITIONS RULE.** The contractor may support EPA efforts in implementing the Military Munitions Final Rule published in February, 1997.

16. **MIXED WASTE.** The contractor shall research and draft guidance and other documents for EPA's approval.

17. **INFORMATION SYSTEMS.** The contractor shall collect, analyze, enter , report and document data using existing EPA information systems and tools.

18. **CAPACITY ASSURANCE PLANNING.** The contractor shall compile, and analyze data necessary to accurately characterize state hazardous and solid waste disposal capacity.

19. **FINANCIAL RESPONSIBILITY.** The contractor shall provide research and analysis supporting EPA's study of financial responsibility issues.

20. **TRIBAL LAND ISSUES.** The contractor shall provide research and analysis supporting EPA's study of solid and hazardous waste issues on tribal lands.

21. **HAZARDOUS WASTE COMBUSTION PERMITTING.** The contractor shall provide analytical and implementation support concerning EPA's hazardous waste combustion permitting including the transition of certain requirements to the Clean Air Act National Emission Standards for Hazardous Air Pollutants.

22. **SPECIAL STUDIES.** The contractor shall perform special studies as determined by EPA to support waste management activities.

TASK I: GENERAL ACTIVITIES

SUBTASK IA: RESEARCH AND ANALYSIS ACTIVITIES

In support of EPA's development of regulations establishing standards which control the treatment, storage, and disposal of hazardous waste at hazardous waste management facilities as well as procedural requirements, the contractor shall provide appropriate research, analysis, recommendations and other associated support activities to support regulation development. At a minimum, the contractor shall:

- Draft associated issue papers;
- Prepare background documents;
- Conduct analysis of public comments; and
- Make inquiries concerning issues of regulation implementation

SUBTASK IB: ISSUE ANALYSIS

In support of EPA's development and preparation of guidance documents with respect to the RARA program, the contractor shall:

- Provide appropriate research and analysis of issues;
- Resolve technical problems;
- Analyze and retrieve data;
- Analyze public and Agency comments; and
- Draft documents.

SUBTASK IC: BRIEFINGS, MEETINGS, CONFERENCE CALLS

The contractor shall support the Agency's conduct of briefings, meetings, and conference calls. Also, the contractor shall:

- Prepare draft of meeting minutes;
- Review and assemble all written and verbal materials;
- Provide logistical and analytical support;
- Supply audio-visual aids; and
- Provide briefing packages and other materials;

SUBTASK ID: TRAINING PROGRAMS

The contractor shall develop program-specific training and courses, subject to EPA review and approval, in the application of RARA practices, procedures, and management . The contractor shall provide personnel and materials to implement and conduct the training. The following are examples of the types of program-specific training that may be required under specific work assignments:

- Prepare, and conduct new and/or modify existing RARA training to audiences which may include Federal, regional, state, members of the regulated community, and the general public;
- Conduct all necessary data gathering, and interviewing;
- Prepare EPA-reviewed and approved handouts;
- Provide training materials, and audio-visual equipment;
- Provide the training facility and video taping of the training sessions for future use;
- Design, develop and prepare post-evaluation forms for training attendees at program-specific training sessions. Contractor shall obtain assessment of and comments on training sessions through post-training evaluation forms; 80% favorable evaluation results shall serve as evidence of successful training presentations;
- Submit draft and final outlines, course material and other deliverables for WAM approval prior to conducting training sessions;
- Specific procedures for submission of draft and final training material shall be in accordance with specific work assignments;
- Obtain WAM review and approval of all training materials prior to their use in training sessions; and
- Detailed minimum requirements for training is provided under SOW Section V.

TASK II: RARA SUBTITLE C PROGRAM ACTIVITIES

SUBTASK IIA: RARA IMPLEMENTATION

The contractor shall support EPA in the review and analysis of the progress and effectiveness of RARA program implementation. The contractor shall organize information on permitting, corrective action, closure, state authorization, enforcement, and implementation to assist EPA in analyzing the impacts of Federal and state hazardous and solid waste proposed legislation or amendments, rulemakings or guidance. EPA will then review this information to determine how it could affect EPA's implementation of additional legislation, including the re-authorization of the act. This includes implementation of RARA regulations not promulgated at the time of the request for proposals, and new and pending rulemakings. The contractor shall:

- Prepare draft summaries of RARA regulations and guidance documents;
- Draft final strategies describing implementation policies and approaches, time frames, responsibilities and outputs including outreach and public outreach activities;
- Analyze regulations, Agency policy documents, externally prepared reports;
- Interview headquarters, regional, and state personnel; and
- Collect data from regions and states.

SUBTASK IIB: RARA PERMITTING

Any facility that treats, stores, or disposes of hazardous waste must have a RARA permit. Unit-specific technical standards for permitting are found in Part 264 of the Code of Federal regulations (Interim status standards appear in Part 265). Procedural requirements for permitting are found in Parts 124 and 270 of the Code of Federal Regulations. The contractor shall:

- Provide analytical support and options concerning EPA's development of improved permitting regulations, amendments, guidance or policy relevant to existing regulations for treatment, storage, and disposal facilities (TSDFs);
- Provide review of data and comment on permits;
- Perform analyses of issues indicating areas of permit process improvements;
- Provide summaries of EPA technical assistance and guidance for distribution to the EPA regional and state permit writers;
- Evaluate permitting operations and compile permitting information for use by regional and state personnel in evaluating RARA permits;
- Perform review and analyses of data submitted to EPA by facilities in support of requests for a waiver or a variance;

- Provide support for the study of Subpart X issues including compliance with applicable regulations, and cross-media impacts on air and water resources;
- Provide support to regions and states in the processing of permit applications for the U.S. sites designed to destroy chemical (nerve) agents (both stockpile and non-stockpile);
- Conduct reviews of facility certification of pre-compliance, and compliance with test notifications and permit requirements;
- Draft waste combustion guidance;
- Develop incinerator permitting training workshops; and
- Provide technical expertise on permitting conditions and trial burn results.
- Provide support for the analysis of the RARA air emissions rules in subparts AA, BB, and CC.

SUBTASK IIC: RARA CLOSURE/POST-CLOSURE

The administrative and technical requirements for closure and post-closure are found in Part 265 Subpart G. The goals of the RARA closure and post-closure program are to ensure that owners or operators of facilities have planned for the kinds of activities necessary to close the facility properly and to provide for post-closure care. Additional goals include ensuring that the facility is closed in a manner that minimizes escape of hazardous waste to the environment; and ensuring that the facility is monitored after it is closed to detect possible new contamination. The contractor shall:

- Support EPA in its policy analysis, regulatory development analysis, guidance development and public comment analysis for closure and post-closure;
- Assess closure and post-closure care requirements;
- Support policy and regulatory development initiatives;
- Prepare Subpart G guidance to reflect regulatory changes made by EPA;
- Draft briefing materials and other related documents for EPA's use;
- Perform data collection and analysis; and
- Prepare guidance manuals and training requirements.

SUBTASK IID: RARA CORRECTIVE ACTION

The 1984 Hazardous and Solid Waste Amendments (HSWA) established broad new authorities in the RARA program for cleanup of releases of hazardous waste or hazardous constituent from solid waste management units at facilities where releases pose a threat to human health and the environment. EPA is currently developing and implementing a number of initiatives all designed to accomplish the following objectives: (1) get cleanups done faster by focusing on results; (2) enhance the role of state partners in implementing the Corrective Action Program; (3) use innovative, practical approaches to cleanup facilities; and, (4) promote better communication among all stakeholder, including EPA, the states, facility owners and operators and affected communities. There are six specific initiatives that shall be addressed.

A. Hazardous Waste Identification Rule for Contaminated Media

The overall goal of this rule is to better connect the risks posed by media that is contaminated with hazardous wastes to the regulations that apply to it, and to address the problem areas involved in the remediation of contaminated media. The contractor shall:

- Support EPA in implementing its final regulations;
- Provide logistical support of meetings, briefings, and workshops;
- Assist with training initiatives;
- Perform reviews and analyses; and
- Prepare guidance documents.

B. Corrective Action Regional Reviews

With the enactment of HSWA in 1984, the amendments provided EPA with Corrective action enforcement authority. Since 1980, the EPA regions and authorized states have implemented the Corrective Action Program and initiated many cleanup activities. Given the scale of current national activities in this area, there is a need to assess the national program through examination of the technical and policy decisions in issuing corrective action orders. The review is intended to give the Agency a better understanding of the national program and to assist the Agency and states in improving the program's continued development and management. At a minimum, the contractor shall:

- Provide logistical support for meetings and workgroups;
- Perform reviews and analyses; and,
- Collect and evaluate data pertaining to program implementation.

C. Corrective Action Management Unit (CAMU) Rule

The rule establishes standards for corrective action management units. A CAMU is a physical, geographical area designated by EPA or states for managing remediation waste during corrective action. These management standards allow remediation waste to be managed in a unit without having to comply with land disposal restriction treatment standards, or the minimum technical requirements for land-based treatment, storage, or disposal units. The contractor shall:

- Provide the Agency with implementation support for the CAMU rule;
- Provide logistical support for meetings and workgroups;
- Perform reviews and analyses;
- Collect and evaluate data pertaining to rule implementation;
- Provide training support; and
- Prepare guidance documents.

D. Environmental Indicators

Two environmental indicators are being used as the primary goal for the Corrective Action Program in response to the Government Performance and Results Act. They are (a) control of current human exposure (CA-725), and (b) control of migration of contaminated groundwater (CA-750). At a minimum, the contractor shall support EPA in its implementation of these environmental indicators through support in training, guidance development, meeting logistics, and general review and analyses of related issues.

E. Web-site Development

The contractor shall provide support to EPA in its development and maintenance of OSW's websites including the RARA Corrective Action internet website, and in the analysis and presentation of corrective action information collected in the EPA's RCRAInfo data management system.

F. Guidance Development

The contractor shall provide support to EPA in its development of technical and policy guidance for the RARA Corrective Action Program. This support shall include developing draft documents, assisting in peer review, and addressing comments and finalizing guidance documents.

SUBTASK IIE: RARA STATE AUTHORIZATION

The contractor shall provide analytical, technical and management support for the RARA State Authorization Program. The contractor shall:

- Support efforts by EPA Headquarters to develop authorization procedures and guidance;
- Analyze state statutes and regulations for consistency with Federal requirements;
- Codify authorized state hazardous waste programs;
- Assist EPA in its development of state authorization guidance;
- Support the Agency's development of regulations for 40 CFR Part 271;
- Conduct background research and surveys;
- Provide research on regulatory and preamble language;
- Analyze public comments;
- Prepare briefing materials; and,
- Provide assistance to EPA in its development of state authorization oversight policies.
- Provide support to EPA in maintenance of OSW's state authorization website and The State Authorization Tracking System data-base.

TASK III: RARA SUBTITLE D PROGRAM ACTIVITIES

The main goals of the RARA Subtitle D program, which primarily deals with the management of non-hazardous solid waste, are to promote environmentally sound disposal

methods, maximize the use and reuse of recoverable resources, and foster resource conservation. The contractor shall provide technical as well as procedural support to EPA in its implementation and management of the solid waste program. The contractor shall:

- Draft procedures for State Subtitle D permit programs;
- Review state applications for permit program approval;
- Draft oversight guidance and procedures;
- Provide logistical support for meetings, briefings, and workshops;
- Support resolution of State and Tribal Subtitle D program approval issues;
- Assist with training initiatives;
- Perform reviews and analysis; and prepare guidance documents.

TASK IV: SPECIFIC PROGRAMMATIC ACTIVITIES

SUBTASK IVA: PUBLIC INVOLVEMENT

Providing earlier and better public participation during the permitting process. EPA promulgated requirements in 1995 to provide additional opportunities for the public to be involved in the RARA permitting process. Owners and operators of new facilities, as well as, those seeking to renew a permit or modify a facility, must comply with the requirements (40 CFR Part 124 and 270) to inform and involve the public early in the process. To facilitate EPA's implementation of the program, the contractor shall conduct research, draft policies or recommendations, and design pamphlets/booklets, to enhance public involvement strategies and activities at RARA facilities. The contractor shall:

- Provide research, review, and analysis;
- Assist with data quality efforts;
- Develop and provide training;
- Develop public involvement plans;
- Address permit appeals; and
- Provide mechanisms of public participation.

Public involvement activities will adhere to the RARA Expanded Public participation regulations and the 1996 RARA Public Participation manual.

SUBTASK IVB: ENVIRONMENTAL JUSTICE

Environmental justice refers to the fair distribution of environmental risks across socioeconomic and racial groups. EPA encourages permitting agencies and facilities to use all reasonable means to ensure that all segments of the population have an equal opportunity to participate in the permitting process and have equal access to information in the process. The contractor shall:

- Assist EPA in developing RARA environmental justice recommendations;
- Conduct reviews and analysis of environmental justice issues;
- Address permitting issues as they relate to environmental justice; and,
- Support EPA's participation in studies, including GAO studies, regarding environmental justice issues related to the siting and permitting of hazardous waste facilities.

SUBTASK IVC: POLLUTION PREVENTION

The Pollution Prevention Act (PPA) of 1990 restated the national policy to be that pollution prevention is the preferred waste management strategy. Technical and administrative support shall be used to support government efforts in such activities as education, training, facility inspections, enforcement actions, and permit condition establishment. The contractor shall:

- Conduct and review pollution prevention assessments. Assessments will document the flow of chemicals and materials through a facility, document waste streams and their sources, raise awareness of pollution prevention opportunities, and serve to integrate pollution prevention into organizational structures;
- Gather and organize information on pollution prevention efforts for EPA, state, industry, and community use;
- Track environmental progress of pollution reduction accomplishments;
- Coordinate data collection and analysis;
- Prepare handouts, pamphlets, slide shows, video tapes, and other material. The contractor shall submit all materials to EPA for approval prior to distribution;
- Distribute materials using mailing lists, advertisements, or through community groups; and
- Arrange meetings and workshops, including teleconferencing.

SUBTASK IVD: WASTE MINIMIZATION

Waste minimization is similar to pollution prevention but additionally includes reducing the waste stream through reuse, recycling, and treatment to reduce the waste to be disposed. The contractor shall:

- Draft and distribute EPA-approved fact sheets concerning new developments, demonstrations, or applications in waste minimization technology;
- Develop and maintain mailing lists for appropriate audiences; provide background research, and develop presentation material to support conferences, seminars, and training sessions that promote and instruct in waste minimization technology; all materials will be submitted to EPA for approval prior to distribution and/or presentation;

- Review waste minimization plans;
- Provide market analysis and evaluation of supply and demand for recyclable material;
- Develop strategies and activities to increase the recovery of recycled material, the use of reclaimed materials in manufacturing, and procurement of recycled content materials.

SUBTASK I'VE: MILITARY MUNITIONS RULE

- Review various DOD documents for RARA compliance/consistency; and
- Draft implementation guidance;
- Evaluate unexploded ordinance (UXO) detection technologies and procedures;
- Evaluate range cleanup technologies and plans; and,
- Evaluate the Range Rule being developed by DOD for RARA equivalency and protectiveness.

SUBTASK IVF: MIXED WASTE

EPA is responsible for the development of policy, guidance, regulations and outreach materials for the authorized states and regions that are implementing programs for the regulation of mixed hazardous/radioactive waste. At a minimum, the contractor shall:

- Research and draft guidance or other documents for EPA's approval;
- Prepare training/briefing materials for outreach programs; and
- Coordinate data collection and analysis.

SUBTASK IVG: INFORMATION SYSTEMS

EPA databases and information systems are used to support the EPA hazardous waste program, and include automated data systems, electronic bulletin board applications, geographic information system applications, and media-specific information systems such as the Biennial Report System (BRS). The information systems also include regulation policy and guidance, scientific and engineering information sources, and other government agency and private sector sources. The contractor shall:

- Support EPA in the design and development of functional specifications for additions and modifications to existing databases and information systems;
- Support EPA in the design and development of new databases and automated data/information retrieval systems, as necessary; and
- Provide technical support for all aspects of the operation of specific OSW/EPA hazardous waste databases.
- Support for the creation and maintenance of data base systems designed to record and sort various data elements, provide charts, graphs and other such displays as

required.

- Provide technical support for the creation of new RARA program documents and/or conversion of existing RARA program documents, including text, graphics, audio, and video formats, into electronic formats. Support in this area shall include creation, modification, and maintenance of multi-media Internet and intranet Web pages to incorporate the electronic documents; creating, converting, loading, and maintaining electronic documents to Internet and intranet list servers, electronic bulletin boards, and local/wide area networks; and publishing of documents and materials on electronic media, including fixed and removable magnetic media, and on WORM and re-writable optical media including CD-R, CD-ROM and successor technologies.
- All information products and/or services developed or supported under this contract shall implement applicable EPA policies, standards and procedures, particularly with regard to issues of information security, and accessibility for services which are made available over the Internet or Intranet. Where applicable, the contractor shall prepare documentation necessary for OSW, OSWER/SIRMO and/or IRM approval.

SUBTASK IVH: CAPACITY ASSURANCE PLANNING

A capacity assurance plan is a written statement which ensures that a state has hazardous waste treatment and disposal capacity. The capacity must be for facilities that are in compliance with RARA Subtitle C requirements and must be adequate to manage hazardous wastes projected to be generated within the state over 20 years. The contractor shall:

- Assist with the effort to compile data necessary for states to produce a capacity assurance plan; and,
- Analyze data on waste generation, and treatment and disposal capabilities.

SUBTASK IVI: FINANCIAL RESPONSIBILITY

The contractor shall provide support for RARA in the areas of financial responsibility for closure/post-closure, corrective action, and third party liability; financial assurance for corrective action, risk assessment and environmental analyses; and CERCLA 108 (b) financial responsibility. The contractor shall:

- Provide research, analysis, and recommendations supporting EPA's study of financial responsibility issues;
- Perform regulatory and options analysis, and guidance analysis;
- Perform analysis of public comments;
- Develop issue papers;
- Support regulatory and implementation efforts; and

- Develop training programs.

SUBTASK IVJ: TRIBAL LAND ISSUES

EPA is responsible for oversight and implementation of the RARA Subtitle C hazardous waste management program on tribal lands. Indian tribes are increasingly interested in developing solid and hazardous waste management programs and in implementing the RARA program. EPA is undertaking a number of initiatives to promote these activities. The contractor shall, at a minimum:

- Provide recommendations for legislative, regulatory, policy, and outreach initiatives related to the implementation of the RARA program on tribal lands;
- Develop guidance and training programs;
- Provide logistic support for meetings, workgroups, and conferences; and,
- Promote efforts involving environmental coalitions and tribal waste capacity building activities.

SUBTASK IVK: HAZARDOUS WASTE COMBUSTION PERMITTING

On September 30, 1999 EPA published revised emission standards and requirements for hazardous waste burning incinerators, cement kilns, and light-weight aggregate kilns. EPA promulgated the revised standards under the joint authority of RARA and the Clean Air Act (CAA), using the CAA maximum achievable control technology (MACT) approach. To limit unnecessary regulatory duplication, EPA is deferring the earlier RARA combustion standards and requirements to these new revised standards. This transition occurs once the facility conducts its comprehensive performance test and submits its Notification of Compliance to its air regulatory authority. These new standards and the deferral to the CAA program is complicated. In addition, since the publication of the final standards, EPA has issued a number of technical corrections, amendments, and other changes. The contractor shall, at a minimum:

- Provide guidance materials for regional and state permit writers to overcome programmatic barriers; and to effect a smooth transition from RARA to CAA.
- Provide technical and policy analysis for revisions to RARA combustion standards and guidance;
- Develop and review risk assessment and other site-specific tools to improve combustion facilities' operations;
- Provide technical and policy analysis for revisions to permit procedures, and inspection/enforcement activities;
- Promote program implementation;
- Review and assess source reduction strategies for states, capacity planning and their relationship to permitting, enforcement, other policies, and technical standard setting elements of the national strategy.

TASK V: SPECIAL STUDIES/NEW INITIATIVES

The contractor shall perform special studies as determined by EPA to support waste management initiatives. Examples of issues are geographic integration of the RARA program, RARA Implementation Strategy (RIS), medical and mixed waste, Community Based Environmental Protection (CBEP), Brownfields, Environmental Justice (EJ), pollution prevention (P2), waste minimization, and targeting strategies focusing on environmentally significant facilities. At a minimum, the contractor shall:

- Analyze data and identify data gaps requiring special studies;
- Conduct these studies and provide technical support on these issues.

V. PERFORMANCE REQUIREMENTS

A. MINIMUM REQUIREMENT FOR DELIVERABLES. Reports, analyses, recommendations, and other written deliverables resulting from this support contract shall respond to the issues identified by EPA in specific work assignments. As a minimum, deliverable documents shall: (1) explain and rank policy, technical, or action alternatives, if any; (2) describe procedures used to arrive at analyses and recommendations; (3) summarize the substance of deliberations; (4) report any dissenting views; (5) list sources relied upon; and (6) make clear the methods upon which conclusions and recommendations are based. Training materials shall be clearly and directly in support of course objectives identified in work assignments.

B. USE OF ELECTRONIC MEDIA. The contractor shall provide deliverables in electronic format in addition to hard copy. The contractor shall use and maintain computer software which is approved and in general use by EPA, such as WORDPERFECT, dBASE III, LOTUS 123, FOCUS, PARADOX, POWER POINT and DREAMWEAVER. Subsequent versions or new software packages shall be incorporated into the efforts conducted in this statement of work. The contractor shall transfer the results of their efforts electronically in all cases (i.e., via commercial phone line, EPA Email or by diskette), unless otherwise authorized by the Contracting Officer, in addition to providing a hard copy directly to EPA. This requirement covers the maintenance/use of several OSW databases, such as the RARA Info, Biennial Reporting System (BRS), State Authorization Tracking System (STATS), and others. Upon completion of the contract, any databases or systems developed by the contractor for EPA will be transferred to EPA. Also, the following specifications are included for **ELECTRONIC AND INFORMATION TECHNOLOGY (E&IT) AND ELECTRONIC DELIVERABLES:**

E&IT

The new 508 disabilities accessibilities standards spell out which E&IT products need to be accessible to people with disabilities, including those with vision, hearing and mobility impairments. By definition, E&IT includes computers, software applications and operating systems; web-based information or applications (e.g., web sites, databases), telecommunications products (e.g., telephones), video or multimedia products (e.g., CD-ROMs), and self-contained

closed products (e.g., information kiosks, transaction machines, copiers, printers, calculators, fax machines, etc.). For more information, see the final 508 standards at <http://www.access-board.gov/news/508-final.htm>.

Electronic Deliverables

Electronic Source Files

The contractor shall deliver the electronic source files used to create deliverables. All files shall be scanned for viruses prior to delivery to EPA. Unless otherwise specified, all source files developed in proprietary formats should be generated in the following formats depending on the type of file:

Word Processing	WordPerfect	Dreamweaver
Spreadsheet	Lotus 123	
Presentation	Lotus Freelance	
Database	dBase	

For other applications not listed above, approval is needed in advance of use.

Electronic Print Files

Formats shall include standard 8½" x 11" paper to Hewlett Packard LaserJet model IIISi, 4Si, 5Si printers, or color printers; print-to-file (or disk) (PRN) formats; encapsulated postscript files (EPS); portable document formats (PDF); and/or other standard files suitable for printing by the U.S. Government Printing Office (GPO) or GPO contractors. For electronic design and pre-press (EDPP) files being submitted for printing through GPO, the contractor shall furnish entire PostScript 1 fonts. The contractor shall identify the type name and the manufacturer of the font on the file label. For all other requirements, the contractor shall refer to the "GPO Guidelines for Preparing and Submitting Electronic Design and Pre-Press Files". For the most current guidelines on EDPP files, the contractor shall refer to the following web site address: <<http://www.gpo.gov/customer-service/guide3.pdf>>. EDPP files shall be provided in accordance with these GPO Guidelines.

Nontext materials such as drawings, tables, spreadsheets, figures, and photographs shall be provided in suitable formats as integral parts to all documents so that the documents will print in page order without the need to reformat them. Very large electronic files (e.g., > 1.4MB) shall be saved as self-extracting Zip files, or, as an alternative, may be "split" into a number of smaller files, but they must still print in sequential page order, i.e., no reformatting required.

Internet-Ready Electronic Files

Unless otherwise specified, the contractor shall provide the deliverables in Internet-ready format. The format selected shall be the best suitable to maintain the integrity of the source format. Common formats include but are not limited to portable document format, ASCII, and hypertext markup language (HTML). Internet ready files shall be legible and logically ordered. Fonts and colors selected shall be appropriate for electronic publishing in addition to non-electronic.

Unless otherwise specified, Internet files greater than 1.4 Megabytes in size (unzipped) shall be broken into multiple files of no greater than 1.4 Megabytes. Standard MS-DOS eight character naming convention apply and appropriate extensions are required (e.g., Adobe Acrobat files must end with “.pdf”, and HTML files with “.htm”).)

All HTML files and web-based applications shall comply with the standards, guidelines and processes in the EPA Web Guide at <http://www.epa.gov/webguide>. All web-based applications under development must complete the Agency’s application review process. The selection of the platform for developing web-based applications shall be approved in advance of development.

All HTML and web-based files and applications shall comply with the accessibility standards developed under Section 508 of the Americans with Disabilities Act (<http://www.section508.gov>

For files posted to the Internet, the contractor shall prepare a descriptive record (or “metadata file”) for each deliverable prepared for the Internet. The name of each file should begin with “meta” and be written in ASCII or the Agency standard word processing format. See example below:

DESCRIPTIVE RECORD

TO BE FILLED IN BY PROGRAM OFFICE (REQUIRED)

TITLE: EXAMPLE: Hazardous waste Combustion NESHAPs Toolkit

ORGANIZATIONAL AUTHOR: EXAMPLE: Office of Solid Waste, Permits and State Programs Division

DESCRIPTION:

[The two line "description" (**limited to 120 characters**) will be displayed, along with the title, in the results listing which the public receives when they do a "search". It should be pithy and provide additional information beyond what the title tells about the document. The description will help in selecting which documents in a results listing should be looked at. The description does not necessarily have to be complete sentences; explanatory phrases can be used. The title of the document should not be repeated in the description field.]

ABSTRACT [You may also provide an abstract of the document which will be placed in a different field of the database]

EXAMPLE: Guidance for the 9/30/99 HWC NESHAP addressing hazardous waste incinerators, cement kilns & light-weight aggregate kilns.

DOCUMENT DATE: EXAMPLE: July 18, 2000

REMOVAL DATE: EXAMPLE: Default (five years from the posting date)

[Enter the date this electronic document/resource should be removed from the site. If there is no specific date, the default is five years from the posting date.]

TO BE FILLED IN BY PROGRAM OFFICE (IF APPLICABLE)

[If your document is related to a *Federal Register*, you will probably need to fill in some of the fields below.]

EXAMPLE: The Toolkit is related to the September 30, 1999 Final Rule: NESHAPs: Final Standards for Hazardous Air Pollutants for Hazardous Waste Combustors

EXPIRATION DATE: EXAMPLE: None specified

[Enter the date that indicates when the policy and guidance document identified is no longer effective.]

CFR CITATION(S): EXAMPLE: 40 CFR Part 60, 63, 260, 261, 264, 265, 266, 270, 271

LAW SECTION(S): EXAMPLE: Section 3004 of RARA and Section 112 of the CAA

RELATED CAS NUMBERS: EXAMPLE: None Specified

RELATED SIC NUMBERS: EXAMPLE: None specified

C. USE OF QUALIFIED EXPERTS. The contractor shall locate and secure qualified experts as necessary to perform assigned tasks in engineering, statistical, financial, scientific, electronic media, or other fields.

D. NO CONTRACTOR INTERPRETATION OF POLICY OR REGULATIONS. The Contractor shall direct to EPA all policy and interpretive questions that arise during conferences, meetings, discussions and workgroup sessions.

E. GRAPHICS AND CHARTS. The contractor shall produce training and presentation materials (e.g., agenda, schedules, handouts, charts, slides, overheads etc.), graphics and other documentation under this contract that are clearly and effectively in support of achieving specified work assignment objectives. Media quality, quantity and selection shall be appropriate and optimum for achieving effective communication and information transfer and shall consider at a minimum, the target audience (e.g., background, knowledge level, interests, audience size, etc.);

conference/meeting facilities and environment; resources availability; and time efficiency and cost effectiveness.